



Cathedral Church of All Saints

*Where strangers become friends,
where Christ's peace and justice are sought,
where God is worshipped with heart, mind and voice*

COMMUNICATIONS COORDINATOR – JOB DESCRIPTION

The Communications Coordinator will work with the Office Administrator and will receive direction from the Communications Committee to execute communications activities on behalf of the Cathedral.

The priority of the Communications Coordinator will be to promote Cathedral activities in the community, and to support key communications tools that support worship at the Cathedral. The Communications Coordinator will have responsibility for digital and social media with the church.

The Communications Coordinator is a contract position and is expected to work up to 40 hours per month.

Responsibilities:

- Execute a social media plan, developed by and with the Communications Committee, and approved by Cathedral Council;
- As required by the Office Administrator, review and maintain Cathedral website pages and assist in changes to the website;
- Manage and monitor Cathedral social media accounts and groups, which may include but is not limited to: Facebook, Instagram, Twitter
- Support other digital platforms and help maintain a contact database;
- Using content assembled by the committee, prepare four issues of the newsletter *Cathedral Cornerstone* and circulate electronically and in hard copy: Advent/Christmas, Lent/Easter, Pentecost/Trinity, Harvest Thanksgiving.
- Publish *Cathedral News Online* monthly and send to subscribers with listing of all events held at the Cathedral for that period.
- Support the preparation of mailings and other communications efforts for members of the congregation who are not on email or social media.
- Look for ways to participate in the community: e.g. Nocturne, Bike Friendly Designation, Hot Chocolate at the Cathedral during the annual Parade of Lights, Mobimaps, and to promote these through social media channels.
- Assist the Communications Committee as they prepare budget requests and submit to Finance Committee.
- Assist the Communications Committee as they submit their report for Annual Meeting.
- Participate in Communications Committee activities.

Cathedral Church of All Saints

Anglican Diocese of Nova Scotia and Prince Edward Island

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Mandate:

The Communications Coordinator will work to support the creation of and execute the communications plan, created by the Communications Committee. While other forms of communication will be part of the job, there is expected to be a focus on social media engagement.

Accountability:

The Communications Coordinator reports to the Office Administrator. They report to Congregational Council and works closely with the Office Administrator, especially regarding ongoing maintenance of the website. They adhere to the principles outlined by the Communications and Information Resources Committee for Anglican Church of Canada. These state that communication should aim to be transparent, timely and accurate, participatory, mission driven and respectful to others. <http://www.anglican.ca/about/ccc/circ/vpc/>

It is expected that the Communications Coordinator will regularly attend services and participate in activities at All Saints.

Social Media Engagement – Ongoing

Email Newsletter – Ongoing (at least weekly during the year)

Database Management - Ongoing

End of Each Month – Prepare and send out Cathedral News Online

Quarterly preparation for Cornerstone